

WIB MONITOR/EO COORDINATOR

PURPOSE AND NATURE OF WORK

Position is responsible for ensuring that WIA programs are in compliance with local, State and Federal regulations. Work involves evaluating programs and reporting findings. The incumbent in this position works independently under the direction of the WIB Executive Administrator.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Conducts desk and field reviews of grants and contracts to ensure training provided is as specified. Prepares monitoring report by analysis of data collected. Identifies and documents discrepancies and suggests corrective action. Maintains records of all previous monitoring reports. Reviews participant files so errors can be corrected by staff members. Acts as complaint/grievance officer/EO Coordinator for the division, local Workforce Investment area, staff and employers and trains them on equal opportunity, civil rights laws, policies, and regulations. Maintains property inventory of training equipment, and assists with disposition of equipment when necessary. Performs need assessments, may develop and assist in grant writing, local and regional plan development and various reports.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of WIA rules and regulations.
Thorough knowledge of accounting procedures and generally accepted accounting practices.
Considerable knowledge of the Civil Rights Act and Equal Employment Opportunity Act.
Considerable knowledge of auditing procedures used to review effectiveness of management controls, accounting systems, and contractor compliance with applicable policies and regulations.
Knowledge of overall federal grant management guidelines.
Ability to prepare clear, complete, concise reports.
Ability to form and maintain effective working relationships with regulatory agency personnel, participants, staff, elected officials, private industry representatives and general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college with major course work in finance, accounting or related field and experience auditing grant programs for a governmental agency; or any equivalent combination of training and experience.